

Program Management Council Charter

Checkout and Launch Control System (CLCS)

84K00005

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Date

CLCS PROGRAM MANAGEMENT COUNCIL CHARTER

1.0 AUTHORITY

The CLCS Program Management Council at KSC, the implementing Center for CLCS, will ensure that the CLCS Project development and implementation is consistent with Agency strategic planning. This charter, and the processes defined herein, become effective upon its approval.

2.0 MEMBERSHIP

The CLCS PMC is comprised of the following individuals:

Chairperson: KSC Center Director or his designee

Members: Deputy Center Director
Associate Director for Safety and Shuttle Upgrades
Director of Shuttle Processing
Director of Engineering Development
Director of Safety and Mission Assurance
Director of Payloads Processing
Director of Installation Operations
Director of Logistics Operations
Director, Procurement Office
Chief Information Officer
Chief Financial Officer
Director of Space Operations (JSC)
Project Manager (non-voting member)

3.0 RESPONSIBILITIES

The CLCS PMC has the following responsibilities:

- a. assure availability of KSC resources
- b. provide the forum for addressing planning, implementation and management of the CLCS project,
- c. review Project progress against established baselines to verify that commitments are being achieved and milestones are being met,
- d. approve the CLCS Project Plan, Risk Management Plan, and Program Management Plan,
- e. approve the Program Commitment Agreement as the implementing center PMC,

- f. support the Project in reviews by external organizations, e.g. non-advocacy review, inspector general, Chief Information Officer,
- g. authorize a CLCS Change Control Board to function as the change authority for CLCS,
- h. disposition CLCS changes affecting funding or schedule milestones,
- i. provide the interface to the HQ PMC and the lead center, JSC, PMC,
- j. perform other duties as delegated by the lead center PMC.

4.0 OPERATIONS

The PMC will meet quarterly or as requested by the Center Director. The Project Manager will provide an agenda to the members three days in advance of each meeting. The Project Manager will present the following elements at each meeting:

- a) schedule status
- b) commitment measures
- c) increases to baseline requirements
- d) cost and obligations chart
- e) earned value calculations
- f) deliverables
- g) travel budget
- h) issues and concerns
- i) other items as requested.

The Deputy Project Manager will attend the meetings and will document minutes and actions assigned. Minutes of the meeting will be distributed to the members within five working days of the meeting.

The Project Manager will present to the PMC change requests which impact project schedule or budget. The PMC will review the change request and determine if it is of significant value to warrant requesting a schedule milestone extension or additional resources from the Shuttle Program. If the PMC approves the change request, it will be sent to the Shuttle program. If the PMC disapproves the change request, it will be closed.

END